

DDC J-3/J-4-S

October 4, 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY03 DDC/DLA Monthly Reporting Requirements

This letter supersedes DDC J-3/J-4-S letter dated August 31, 2001, subject: FY02 DDC/DLA Monthly Performance Reporting Requirements.

Attached is a report form for FY03 that requires only "fill in the blanks" at month end for your monthly reporting requirements. Please start using the attached report effective with FY03 (you will use this report in November to report October FY03 data).

Management Information System (MIS) will continue to be used to measure performance and provide statistics for the DDC Review and Analysis. No individual centers should be recalculating their own performance statistics. If any center has a problem with what is being included/excluded in the performance count, please let us know.

If the performance standards are not met on the attached report, please provide a narrative including details of the problem, its impact, the corrective action and a get-well date. If additional space is required for the narrative, please add an additional sheet.

Please note that the MIS Data Elements for High Priority and Routine MRO performance have changed from 21467/21475 to 22367 and 22375 (excludes dedicated trucks). The performance standard for both High Priority and Routine MRO processing remains at one average day.

Another change in performance reporting was the change effective April 1, 2002 from a standard of 0.80% for the Denial Rate to a reduced standard of 0.50%. The following Centers should continue to use a standard of 0.80%: DDAG, DDBC, DDCN, DDCO, DDDC, DDHU, DDJF, DDRV and DDWG.

We will continue to use the DSS CA Dispatch YE6Z1 Report, Monthly Location Survey Report, available at the DDC for your monthly Location Accuracy performance.

Also available at the DDC, DSS CA Dispatch R7CB Report, Owner Asset Report, will continue to be used for the number of NSNs in storage and the dollar value for your center.

The Open, Overaged Release Order Report is no longer required.

We added two new reporting requirements: Estimate of New Procurement Receipts waiting to be processed and one to identify the number of MRO Forced Closures and why it was necessary.

The attached monthly report is due to the DDC no later than the third work day after month end. The report can be faxed to Pat Myers and/or Georgia Colpetzer at DSN: 771-7143 or e:mailed to plmyers@ddc.dla.mil and gcolpetzer@ddc.dla.mil.

If you have any questions, please contact Pat Myers, DSN: 771-8208, or Stephanie Pasenelli, DSN: 771-8001.

/Signed/

Attachment

ANTHONY DEVITO
Chief, Supply Management Division

DISTRIBUTION:

DDAA-D	DDMA-D
DDAG-D	DDNV-D
DDBC-D	DDOO-D
DDCN-D	DDPH-D
DDCO-D	DDPW-D
DDCT-D	DDRT-D
DDDC-D	DDRV-D
DDDE-D	DDSP-D
DDHU-D	DDTP-D
DDJC-D	DDWG-D
DDJF-D	DDYJ-D

FY03 DDC/DLA MONTHLY PERFORMANCE REPORTING REQUIREMENTS
(THIS REPORT DUE TO DDC NO LATER THAN THE THIRD WORK DAY AFTER MONTH END)

DISTRIBUTION CENTER _____

MONTH _____ **FY** _____

	<u>MIS DATA ELEMENT</u>	<u>DLA STANDARD AVERAGE DAYS</u>
1. New Procurement Receipts (Includes Wholesale & Retail Receipts without Project Codes)	10117	1

IF 1-DAY STANDARD NOT MET, PLEASE PROVIDE NARRATIVE:

2. Customer Returns (Excludes MTIS with Project Codes)	10817	3
---	-------	---

IF 3-DAY STANDARD NOT MET, PLEASE PROVIDE NARRATIVE:

3. High Priority MROs (Excludes Dedicated Trucks)	22367	1
--	-------	---

IF 1-DAY STANDARD NOT MET, PLEASE PROVIDE NARRATIVE:

DISTRIBUTION CENTER _____

MONTH _____ FY _____

	MIS DATA ELEMENT	DLA STANDARD AVERAGE DAYS
4. Routine MROs (Excludes Dedicated Trucks)	22375	1

IF 1-DAY STANDARD NOT MET, PLEASE PROVIDE NARRATIVE:

5. Denial Rate	26330	0.50%
(Following Centers continue to use 0.80% Goal: DDAG, DDBC, DDCN, DDCO, DDDC, DDHU, DDJF, DDRV & DDWG)		0.80%

IF STANDARD NOT MET, PLEASE PROVIDE NARRATIVE:

6. Number of Monthly MROs Forced Closed _____

Run your data query, MROs Force Closed, each month (before your MRO Allocated Record purges).
Explanation of MROs Forced Closed :

DISTRIBUTION CENTER _____

MONTH _____ FY _____

7. Receipts Work-On-Hand:

- a) Returns (include MTIS, Maintenance & Unserviceable Returns) Lines Waiting
to Process thru Receiving _____

Number of Days Needed to Process
this Work-On-Hand _____

- b) New Procurement Lines Waiting to Process
thru Receiving _____

Number of Days Needed to Process
this Work-On-Hand _____

- c) Redistribution Order Lines Waiting to Process
thru Receiving _____

Number of Days Needed to Process
this Work-On-Hand _____

Distribution Center POC _____

DSN: _____

E-Mail: _____

Please FAX your report to Pat Myers or Georgia Colpetzer, DDC J-3/J-4-S, FAX: 771-7143
or E-Mail to plmyers@ddc.dla.mil and gcolpetzer@ddc.dla.mil.

BLANK PAGE